

## 2015 INSTRUCTIONS FOR SUBMITTING AWARD NOMINATIONS

On the online nomination form, you will be asked the following required items:

1. Full Name of Nominee
2. Phonetic Spelling of Nominee's name
3. Nominee's Position/Title
4. Nominee's Email
5. Nominee's Phone Number
6. Nominee's Agency Name (as it should appear on the certificate)
7. Agency Full Address

For team nominations there will be space to fill in non-lead team member's information (name, title, phone number, and email).

Team nominees will be judged on accomplishments and contributions of the team, impact of the organization, the unit's exemplary teamwork, and special efforts or innovations. You will be provided space of up to 500 words for these discussions.

Individual nominees will be judged on job competence, impact in their work environment and in the community, and personal achievements. You will be provided space of up to 500 words for these discussions. You will be required to upload a photo of the nominated team/individual.

The following items will also be required:

1. Full Name of Nominator
2. Nominator's Agency
3. Nominator's Email
4. Nominator's Phone Number

And,

1. Name of Agency Director
2. Agency Name
3. Agency Director's Email
4. Agency Director's Phone Number

To submit the form, you must confirm by inserting your initials, that you have followed your agency's protocol and acquired proper clearance for submitting the nomination.

- ❖ Items on the form with a red asterisk are required items.
- ❖ If you exit the form before submitting, your changes will NOT be saved.

**Team Name \***

**Full Name of Team Lead \***

First

Last

**Phonetic Spelling**

**Position Title \***

**Agency \***

If "Other" please provide agency name here.

**Email \***

**Phone Number \***

 -  - 

**Agency Address \***

**City \***

**State \***

**Zip Code \***

Please list the name, title, phone number, and email address for each team member nominated: \*

This award category honors groups of employees that improve safety awareness through recognition and promotion of individual and organizational accident prevention measures and successes.

This team must demonstrate significant improvements, sustained excellence and/or leadership in accident prevention programs and performance.

Using 500 words or less for each factor, please identify how the team excels in each area.

**Factor I – Description**

Discuss the specific accomplishments and contributions of the team and why this team deserves to win the award. \*

**Factor II – Impact**

Impact should be measured in three areas:

☐ 1) Impact on all levels of the organization, including local, regional, and national.

☐ 2) How did the accomplishments benefit the American public?

☐ 3) How did the team use creativity and innovation to change or improve work processes? \*

### Factor III – Teamwork

This factor focuses on the exemplary teamwork of the unit.  
How did the team:

- Encourage free and open discussion?
- Respond to suggestions and problems?
- Encourage widespread participation in discussion and decision?
- Establish team rules, and enforce expectations of team members?
- Describe the contributions of the individual team members and their impact on the achievements of the team. \*

Nominator's Email \*

Phone Number \*

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Name of Agency or Director  
(NOTE: Agency Directors will receive notification of ALL nomination submissions) \*

Agency \*

If "Other" please provide agency name here.

Email \*

Phone Number \*

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###      ###      ####

Additional Comments:

By initialing below, I confirm I have followed my agency's protocol and acquired the proper clearance for submitting this form. \*

Full Name of Employee \*

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First                | Last                 |

Phonetic Spelling

Position Title \*

Agency \*

If "Other" please provide agency name here.

Employee Name (exactly as it should appear on the certificate) \*

Email \*

Phone Number \*

|                      |   |                      |   |                      |
|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |
| ###                  |   | ###                  |   | ####                 |

Agency Address \*

City \*

State \*

Zip Code \*

Using 500 words or less in each factor, please identify how the nominee excels in each area.

#### Factor I - Job Competence

- Discuss the nominee's job performance, citing examples showing knowledge, efficiency, initiative, dedication, and other qualities demonstrating the nominee's excellent work.
- Identify how knowledge and skills enabled the nominee to get results, improve work processes or reinvent procedures that resulted in better service to the public.
- Identify any awards, commendations, or other recognition received, especially in the last year. \*

#### Factor II - Impact

- Discuss the impact of the nominee's job performance in his or her office or worksite, in the agency, and when interacting with other government agencies.

- Describe how he or she serves the general public and community, and how his or her actions have made an impact. \*

#### Factor III - Special Efforts

- Discuss personal achievements, especially where significant special effort or sacrifice was involved. \*

Please attach a photo of the nominee. (Pictures will be used if nominee is selected as a finalist in this category).

No file chosen

Nominator's Name \*

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First                | Last                 |

Agency \*

If "Other" please provide agency name here.

Nominator's Email \*

Phone Number \*

|                      |   |                      |   |                      |
|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |
| ###                  |   | ###                  |   | ####                 |

Name of Agency Director

(NOTE: Agency Directors will receive notification of ALL nomination submissions) \*

**Agency \***

USDA - Agricultural Mar ▼

If "Other" please provide agency name here.

**Email \***

**Phone Number \***

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By initialing below, I confirm I have followed my agency's protocol and acquired the proper clearance for submitting this form. \*

Full Name of Agency POC \*

First

Last

Phonetic Spelling

Position Title \*

Agency \*

If "Other", please provide the agency name here:

Agency Name (Exactly as it should appear on the certificate)

POC Email \*

Phone Number \*

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Agency Address \*

City \*

State \*

Zip Code \*

Agencies will be judged on accomplishments, professional impact, and special efforts. Using 500 words or less, please identify how the agency excels in each area.

#### Factor I – Description

-Discuss the specific initiative: why it was chosen for the agency; how it fits into the individual agency's mission and goals; and the specific goals of the project.

-List the populations to be affected, desired outcomes, and realities of the project (successes and non-successes).

-Describe why you feel this agency should be considered for this award. \*

#### Factor II – Impact

-Measure impact as it affects the public and all levels of the organization.

-How did the accomplishments make a positive difference for the American people?

-What are the plans for the future? \*

#### Factor III – Special Factors

Describe any outstanding innovation or efforts made by management and employees. \*

**Agency Seal Image or Picture \***

No file chosen

**Nominator's Name \***

First

Last

**Agency \***

Department of Agricultu ▼

If "Other", please provide the agency name here:

**Nominator's Email \***

**Phone Number \***

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Name of Agency Director

(NOTE: Agency Directors will receive notification of ALL nomination submissions) \*

**Agency \***

Department of Agricultu ▼

If "Other", please provide the agency name here:

**Director's Email \***

**Phone Number \***

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**Additional Comments:**

By initialing below, I confirm I have followed my agency's protocol and acquired the proper clearance for submitting this form. \*

# ONLINE NOMINATION FORMS

## **TEAM AWARDS**

Category 1: Exceptional Public Service Team

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-1-exceptional-public-service-team/>

Category 2: Superb Safety Team

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-2-superb-safety-team/>

Category 3: Outstanding Law Enforcement Team

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-3-outstanding-law-enforcement-team/>

## **INDIVIDUAL AWARDS**

Category 4: Exceptional Administrative/Clerical Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-4-exceptional-admin-clerical/>

Category 5: Outstanding Community Service Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-5-outstanding-community-service/>

Category 6: Exceptional Professional Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-6-exceptional-professional-employee/>

Category 7: Superb Program Specialist Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-7-superb-program-specialist/>

Category 8: Outstanding Public Support Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-8-outstanding-public-support/>

Category 9: Exceptional Supervisory Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-9-exceptional-supervisory-employee/>

Category 10: Superb Technical/Program Support Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-10-superb-techprogram-support/>

Category 11: Outstanding Trades & Crafts Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-11-outstanding-tradecrafts/>

Category 12: JLK Leadership Excellence Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-12-jfk-leadership-excellence/>

Category 13: Innovative Management Reform Employee

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-13-innovative-management-reform/>

## **AGENCY AWARD**

Category 14: Agency of the Year

<https://chicagofeb.wufoo.com/forms/feoy-2015-cat-14-agency-of-the-year/>